

GENERAL ISSUES AND ACTION ITEMS

13 August 2003 Attendees: Kim Prchal (KP), Peggy Ruhn (PR), Susan Mitmesser (SM), Mike Szwanek, (MS), Nancy Wang (NW), Jingzhu Wang (JW), Maria Gogova (MG), Barbara Zedler (BZ), Robin Kinser (RK), Shixia Feng (SF), Mohamadi Sarkar (MS), Hans Roethig (HR), Valerie King (VK), Jan Oey (JO), Qiwei Liang (QL)

Issues /Decisions	Resolution
1. Current priority for availability of data from studies: MARLBORO Full Flavor, K Series, SCoR 11, JLI Menthol, SCoR 6	16 Jul 03
2. Current priority for Draft and Final Reports: JLI ST, SCoR6 ST, SCoR11 ST, Series K, LT studies – Susan to provide revised MDS timelines for report revisions using new template – PM approved time lines 13 Aug 03	1 Aug 03
3. DHBMA analysis: Will not use in PMUSA short or long term studies. Will complete DHBMA analysis in Total Exposure Study per protocol. PMI will not use in their studies.	13 Aug 03
4. Additional support to Kim – concept of MDS Project Managers for both US and PMI studies <ul style="list-style-type: none"> Kim to develop PA for MDS and PM approval (by end of August) Kim to interview applicants for posted position – week of 18 Aug 	
5.	

Action items	Due Date	Done	MDS	PM
1. MDS to decide on Data Management Plans (standard and specific)	15 Aug 03		KP/YX/H C/ NW	QL/HR
2. Updated table capturing samples stored at McKesson (study, medium, storage date). Partial provided to PM on 15 Jul 03. PM needs current info in order to review invoice for McKesson charges.	18 Aug 03		KP	VK
3. Provide 4-ABP analysis dates for ongoing studies once equipment validation is completed.				RK/SF
4. MDS requested 2004 plan for short and long term studies for both US and PMI.	30 Aug 03			VK/PM
5. PA for medical writer to be provided to MDS	08 Aug 03		KP	VK
6. PA for Blanket Sample Analysis Rates to MDS		18 Aug 03	KP	VK
7. MDS to provide dates for possible slots <ul style="list-style-type: none"> (2) 10 day studies Jan/Feb 04 w/ poss. 6 month cont. (1) 10 day study Dec 03/Jan 04 w/ poss. 3 month cont. 	15 Aug 03	15 Aug 03	KP	MS
8. Documentation of which topography device (version 1 or 2) was used in each PM study	22 Aug 03	14 Aug 03	KP	MS

ACCORD JLI Short-term – EHCJLI/01/02 (28030)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol			21 Dec 01	13 Feb 02	1 st draft protocol rec'd 21 Dec 01
IRB Review			12 Feb 02	12 Feb 02	13 Feb 02 Protocol and Attachments Approved
Amendments Nr. 1 LOAC 1 LOAC 2 Nr. 2					14 Feb 02 IRB Approved 15 Feb 02 IRB Approved 20 Mar 02 IRB Approved (with Attachments) 11 Oct 02 IRB Approved
Recruiting			25 Jan 02	06 Mar 02	
Screening			15 Feb 02	08 Mar 02	
Agreements/Proposals Execution				08 Apr 02 10 Feb 03	Original PA MDS #11 Additional Analysis Clinimetrics
Monitoring					
Study Conduct			14 Mar 02	24 Mar 02	100 Subjects
Topography Data				08 May 03	With Draft Report
Lab Analysis (clin and ext)				08 May 03	With Draft Report
SAP				16 Oct 02	
DB-Lock Clinical Analytical Statistical				09 Apr 02 13 May 02 06 Aug 02	
Preliminary Data Figs & Tabs			06 Nov 02	17 Nov 02	
Draft Report		07 May 03		08 May 03	
Monitoring					Completed
Draft Report Review	08 May 03	July 2003	08 May 03	30 Jul 03	
Final Report		29 Aug 03			
SDC/SDS					

Issues /Decisions	Resolution
1.	
2.	
3.	
4.	

Action items	Due Date	Done	MDS	PM
1.				
2.				
3.				

ACCORD JLI Long-term – EHCJLI/02/02 (28123)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol			15 Feb 02	07 May 02	
IRB Review				07 May 02 29 Jul 03	Approved Yearly Review Approved
Amendments Nr. 1 Nr. 2 Nr. 3 LOAC 1					24 May 02 IRB Approved 24 Sep 02 IRB Approved 16 Jan 03 IRB Approved 19 Feb 03 IRB approved (with Attachments)
Recruiting			29 Apr 02	21 May 02	
Screening			13 May 02	28 May 02	
Agreements/Proposals Execution				06 Sep 02 26 Mar 03	Original PA MDS #15 Addendum (topography) Clinimetrics
Monitoring					
Study Conduct	31 May 02 14 Jun 02 19 Jul 02 23 Aug 02	12 Jun 03 26 Jun 03 18 Jul 03 23 Aug 03	31 May 02 14 Jun 02 19 Jul 02 23 Aug 02	12 Jun 03 26 Jun 03 18 Jul 03	Group 1 Group 2P Group 2P1 Group 1L1 99 Subjects Started – 82 to date
Topography Data		<u>End of August?</u>			Month 6 (2P1 & 1L1), 9 and 12 (all) Confirm with ED and Nancy
Lab Analysis (clin and ext) COHb	05 May 03	<u>TBD</u>			Covance Dates Esoterix UNMC dates rec'd
Fib, Von, HSC, Alb LDL, HDL, gluc, insul, etc.	26 Aug 03 Jun 03	30 Sep 03 <u>TBD</u>			<u>MDS Dates Needed</u>
SAP		<u>end of July 03</u>		16 Oct 02	<u>New format completed 30 Jun 03</u>
DB-Lock Clinical Group 1 Group 2P Group 2P1 Group 1L1 Analytical Statistical		17 Jun 03 10 Jul 03 05 Aug 03 05 Sep 03 <u>end Nov 03?</u> <u>mid-Dec 03?</u>		22 Jun 03 15 Jul 03 <u>19 Aug 03</u>	Edits started 28 Jul Edits started 28 Jul Edits started 28 Jul
Preliminary Data Figs & Tabs		31 Jan 04		07 Feb 03	3 month data
Draft Report		15 Feb 04			
Monitoring	Aug 2002	Aug 03–Gr 1 Aug 03–Gr2P Sep 03–Gr2P1 Oct 03–Gr1L1	Aug 2002		LNK: 29 Jul – 1 Aug, 5-7 Aug, PHX: 25-29 Aug
Draft Report Review					
Final Report		<u>TBD</u>			
SDC/SDS					

Issues /Decisions	Resolution
1. MDS to continue collection of samples for TAC analysis	13 Aug 03
2. MDS to provide topography data all at once, no group divisions	
3.	

Action items	Due Date	Done	MDS	PM
1. Send final subject tracking	30 Aug 03		MM/K P	
2. Ames analysis up to and including 3 Month samples -- PM to decide upon rest of study samples after reviewing initial results.	Start 09 Sep 03 End 19 Dec 03		KP	
3. Evaluate Ames data. Determine whether this analysis will be used in future long-term studies.	Jan 2004		NW	PM
4. IRB summary report to PM	08 Aug 03	19 Aug 03	KP	BZ

ACCORD JLI Menthol Short-term Study #2 - ECHJLI/04/03 (AA04271)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	-	Feb 28 03	03 Feb 03	Feb 28 03	
IRB Review	28 Feb 03	7 Mar 03	28 Feb 03	7 Mar 03	Amendment 1 and Attachment dated 3/7/03
Amendments Nr. 1 Nr. 2 Nr. 3					Mar 07 03 IRB approved Apr 1 03 IRB approved Apr 23 03 IRB approved
Recruiting	17 Feb 03	2 Apr 03	17 Feb 03	2 Apr 03	
Screening	2 Apr 03	16 Apr 03			LNK: April 2, 4, 7 and 8 NEP: April 14, 15, and 16
Agreements/Proposals Execution (PA) Amendment for Neptune chgs and Tipping paper analysis 4-ABP	- -	- 8 Aug 03 -	- 10 Jun 03 21 May 03	1 Apr 03 24 Jul 03	MDS # 40 MDS signed, to PM 06 Aug Covance 13
Study Conduct	24 Apr 03	5 May 03	24 Apr 03	5 May 03	120 Subjects randomized – 119 completed
Topography Data	-	15 May 03	-	15 May 03	
Lab Analysis (clin and ext) COHb 4-ABP Hem/Chem/Creat Tipping analysis	5 May 03	15 May 03 TBD 22 Aug 03 TBD	-	15 May 03	MDS Covance MDS MDS
SAP		30 May 03		30 May 03	Draft rec'd from MDS 13 Jun 03
DB-Lock Clinical Analytical Statistical	- - -	15 May 03 20 Jun 03 31 Aug 03		15 May 03 23 Jun 03	Edits started 08 Jul, second round completed possibly 3?, CCSR QA review out 19 Aug
Preliminary Data Figs & Tabs		23 May 03 30 Jun 03		15 May 03 30 Jun 03	QC'd Carboxy and topography data Rest of Results, if data OK
Monitoring	24 Jun 03	25 Jul 03	27 Apr 03	25 Jul 03	6/24-26, 7/1-3, 7/15-18, 7/22-25, close out Mid Sep
Draft Report		31 Oct 03			
Draft Report Review	30 Sep 03	15 Nov 03			
Final Report		01 Dec 03			

Issues/Decisions	Resolution
1.	
2.	

Action items	Due Date	Done	MDS	PM
1. Need Covance dates for analysis completion (project agreement sent to Covance 10 Jun)	15 Jul 03		KP	RK/SF
2. Amendment 1 to PA 40 executed – sent to MDS 7/29/03, sent to PM 06 Aug	8 Aug 03		KP	VK

ACCORD JLI Menthol Short-term Study #1 – EHCJLI/03/02 (AA01190)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
<i>Draft Protocol</i>			20 May 02	05 Aug 02	
<i>IRB Review</i>				14 Aug 02	ICF approval 28 Aug 02
<i>Amendments</i>					PAREXEL Outside IRB Approved
Nr. 1				22 Oct 02	23 Oct 02 (with ICF)
Nr. 2				04 Nov 02	12 Nov (with ICF)
<i>Recruiting</i>					Unknown
<i>Screening</i>					Unknown
<i>Agreements/Proposals</i>					
<i>Execution</i>			28 May 03	10 Feb 03 19 Jun 03	Original PA MDS #30 Amendment 1 (drug screens) Clinimetrics
<i>Monitoring</i>					
<i>Study Conduct</i>			17 Oct 02 30 Oct 02 15 Nov 02	28 Oct 02 10 Nov 02 26 Nov 02	44 Subjects
<i>Topography Data</i>				22 Jan 03	
<i>Lab Analysis (clin and ext)</i>					
COHb				Received	Covance
4-ABP				Received	Covance
<i>SAP</i>	22 Nov 02	30 Jun 03	22 Nov 03	30 Jun 03	
<i>DB-Lock</i>					
Clinical				Unknown	
Analytical				07 Jan 03	
Statistical		21 Jul 03		18 Jul 03	
<i>Preliminary Data</i>				15 Jan 03	
<i>Figs & Tabs</i>					
<i>Draft Report</i>		15 Sept 03			NTF as deviations by MDS, lowest priority, abbreviated
<i>Monitoring</i>				01 Apr 03	Completed
<i>Draft Report Review</i>					
<i>Final Report</i>		TBD			
<i>SDC/SDS</i>					

Issues /Decisions	Resolution
1.	

Action items	Due Date	Done	MDS	PM
1.				
2.				

ACCORD SERIES K Short-term Study - EHCK6/01/03 (AA02981)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	-	-	23 Jan 03	30 Apr 03	
IRB Review	-	06 May 03	-	06 May 03	Approved (dated 01 May 03)
Amendments					
LOAC #1	-	-		27 May 03	IRB Approved (dated 22 May 03)
LOAC #2				17 Jun 03	IRB Approved (dated 17 Jun 03)
Nr1	06 Jun	10 Jun	06 Jun	10 Jun 03	Approved 10 Jun (dated 09 Jun 03)
Recruiting	29 Apr 03	2 Jun 03	29 Apr 03	02 Jun 03	470 subjects as of 4 Jun
Screening	3 Jun 03	12 Jun 03	03 Jun 03		June 3-6 screen, June 11-12 phys. Additional screening 11 Jun cancelled, phys 12 Jun
Agreements/Proposals					
Recruitment (PA)	-	-	14 Apr 03	29 Apr 03	MDS #42, Advertising, ICF
Screening, execution (PA)	15 May 03	02 Jun 03	16 May 03	02 Jun 03	MDS #44
44 Amend 1 for Prot Amend 1	-	21 Jul 03	18 Jul 03	30 Jul 03	To MDS 30 Jul 03—fully signed
Analysis-Scherer (PA)	14 May 03	29 Jun 03	19 May 03	08 Aug 03	#7, valine adducts
Analysis-Arista (AP/PO)	14 May 03	29 Jun 03	14 May 03	27 May 03	filter analysis
Analysis-Covance (PA)	14 May 03	29 Jun 03	28 May 03	30 Jul 03	#14, caffeine, 8-epi, 11-dehy
Monitoring (AP/PO)	14 May 03	29 Jun 03	25 May 03	08 Jul 03	Clinimetrics
Study Conduct	19 Jun 03	30 Jun 03	19 Jun 03	30 June 03	120 Subjects randomized and completed
Topography Data	30 Jun 03	15 Jul 03	30 Jun 03	15 Jul 03	
Lab Analysis (clin and ext)					
COHb	04 Jun 03	15 Jul 03	04 Jun 03	15 Jul 03	MDS
Caffeine Analysis				01 Aug 03	Covance
4-ABP	<u>Needed</u>	<u>TBD</u>			Covance
LDL, HDL, Hem, etc	<u>Needed</u>	<u>TBD</u>			MDS
Fib, Von, HSC, Alb	<u>Needed</u>	<u>TBD</u>			Esoterix/ UNMC
Valines	7 July 03	31 Sep 03	09 Jul 03		ABF (shipped 08 Jul)
Filter Analysis	7 July 03	-	9 Jul 03	1 Aug 03	Arista, 1400 samples analyzed
SAP	21 Jul 03		27 Jun 03		Working on
DB-Lock					
Clinical		18 Jul 03		21 Jul 03	Without MHBMA (MHBMA locks 9/29 + 2 weeks for tables/figures)
Analytical		08 Sep 03			
Statistical		22 Sep 03			
Preliminary Data					
Figs & Tabs		31 July 03 13 Oct 03		31 Jul 03	COHB and topography tables Analytical tables and figures
Monitoring	22 July 03	22 Aug 03			22-25 July, 12-15 Aug, 19-22 Aug
Draft Report		30 Nov 03			
Draft Report Review	1 Dec 03	15 Dec 03			
Final Report		31 Dec 03			

Issues/Decisions	Resolution
1. MHBMA analysis should remain in urinary biomarkers for study	13 Aug 03

Action items	Due Date	Done	MDS	PM
1. Discussion around ETS analysis/process. Schedule teleconference. ETS data sent to Nancy week of 07/28/03.	23 Jul 03	13 Aug 03	KP	JO
2. Analysis plan details for filter analysis provided to MDS	21 Aug 03		NW	QL

ACCORD SERIES K Long-term Study - EHCK6/02/03 (MDS #AA03468)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	<i>TBD</i>	30 Sep 03	<i>08 Aug 03</i>		To send draft by 08 Sep to meet timelines
IRB Review	1 Oct 03	7 Oct 03			
Amendments Nr. 1					
Recruiting	<u>TBD</u>	<u>TBD</u>			
Screening	<u>TBD</u>	<u>TBD</u>			
Agreements/Proposals					
Study Conduct	13 Nov 03	29 April 04			Target 100 subjects. Prefer to use as many of the subjects from the EHCK6/01/03 study as possible.
Topography Data					
Lab Analysis (clin and ext)					
SAP					
DB-Lock Clinical Analytical Statistical		13 May 04 12 Aug 04 26 Aug 04			
Preliminary Data					
Monitoring					
Draft Report		21 Oct 04			
Draft Report Review		04 Nov 04			
Final Report		02 Dec 04			

Issues/Decisions	Resolution
1. Plan to use WatchPC device during study (to track daily cigarette consumption)	8 Aug 03
2.	

Action items	Due Date	Done	MDS	PM
1. Study confirmation, including recruiting/screening/study conduct dates	22 Aug 03		KP	VK
2. Postponement costs for Jun 03 needed	18 Aug 03		KP	VK
3. Estimate of subjects willing to continue from EHCK6/01/03	21 Aug 03		KP	MG
4. Decision on whether smoking at days -1 and day 8 need to be controlled (as in EHCK6/01/03)	21 Aug 03		MS	MG/BZ

SCoR 6 Short-term – SCoR2003-6/01/02 (AA01304)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol			31 May 02	09 Jul 02	
IRB Review				09 Jul 02	Approved
Amendments Nr. 1 LOAC 1				08 Aug 02 15 Jul 03	IRB Approved IRB Approved (Attachments dated 19 Jul 02)
Recruiting	01 Jul 02	06 Aug 02	01 Jul 02	06 Aug 02	
Screening	24 Jul 02	09 Aug 02	24 Jul 02	09 Aug 02	
Agreements/Proposals Execution				06 Sep 02 01 Oct 02	Original PA MDS # 23 Amendment 1 Clinimetrics
Monitoring					
Study Conduct	15 Aug 02	26 Aug 02	15 Aug 02	26 Aug 02	100 Subjects
Topography Data				21 Nov 02	
Lab Analysis (clin and ext) COHb 4-ABP	-	21 Nov 02 -		21 Nov 02 Completed	Covance Covance - Data transfer dates needed
SAP				09 Apr 03	
DB-Lock Clinical Analytical		02 Sep 02 30 Apr 03		04 Sep 02 29 Apr 03 28 Jul 03 29 Apr 03	11 Mar, all completed except MHBMA MHBMA
Statistical					
Preliminary Data Figs & Tabs				21 Nov 02 30 Apr 03 04 Aug 03	All except outstanding validations MHBMA
Draft Report		16 Jun 03		16 Jun 03	No MHBMA or ABP
Monitoring	-	-	-	24-28 Feb 03	
Draft Report Review					
Final Report		15 Sep 03			

Issues /Decisions	Resolution
1.	
2.	

Action items	Due Date	Done	MDS	PM
1. 4-ABP data transfer dates needed (waiting on new instrument validation for Part 11 compliance)	30 May 03			RK

SCoR 6 Long-term – SCoR2003-6/02/02 (AA01564)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol			18 Jun 02	19 Jul 02	
IRB Review				30 Jul 02	Approved
Amendments				08 Aug 02	IRB Approved 13 Aug 02
Nr. 1				19 Feb 03	IRB approved (with Attachments)
LOAC 1					
Recruiting	N/A	N/A	N/A	N/A	Continuation of subjects from short term study
Screening	N/A	N/A	N/A	N/A	
Agreements/Proposals				19 Sep 02	Original PA MDS #24
Execution					Clinimetrics
Monitoring					
Study Conduct	25 Aug 02	10 Feb 03	25 Aug 02	10 Feb 03	Up to 75 Subjects (55 Completed)
Topography Data				15 May 03	And # cigs smoked
Lab Analysis (clin and ext)					
Fib, Von, HSC, Alb		06 Jun 03		10 Jun 03	Esoterix/UNMC
COHb	-	25 Mar 03		25 Mar 03	Covance
4-ABP, 11-D, 8-Epi	-	31 Oct 03		<u>Needed</u>	Covance
LDL, HDL, Hem, etc.				19 Jun 03	MDS
SAP				30 Apr 03	
DB-Lock					
Clinical		27 Feb 03		27 Feb 03	
Analytical		22 Apr 03		22 Apr 03	22 Apr, all completed except MHBMA
				28 Jul 03	MHBMA
Statistical		22 May 03		22 May 03	
Preliminary Data					
Figs & Tabs		15 May 03		01 May 03	01 May, sent completed analytes
				30 May 03	30 May, fixed for Day -1 as baseline
				06 Aug 03	MHBMA
Draft Report		15 Aug 03		15 Aug 03	4-ABP, 11-dehydro, 8-epi, MHBMA data may not be available
Monitoring	Oct 02	22-25 Apr 03	Oct 02	03-06 Jun 03	Data cleaned 06-09 May
Draft Report Review		<u>TBD</u>			
Final Report		<u>TBD</u>			

Issues /Decisions	Resolution
1. MDS to send draft final report in old format – added shipment of 1 hardcopy of draft	13 Aug 03
2.	

Action items	Due Date	Done	MDS	PM
1. Investigate urinary albumin levels. Send data to PM. Identify any outstanding issues.	1 Aug 03		NW	MS/QL/ SF

SCoR 11 Short-term – SCoR2003-11/01/03 (AA02243)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol			23 Oct 02	14 Nov 02	
IRB Review				22 Nov 02	Revised Final (dated 22 Nov 02) and Attachments (dated 14 Nov 02) Approved (Letter revised 02 Dec 02)
Amendments Nr. 1				19 Dec 02	Approved (dated 17 Dec 02)
LOAC 1				19 Feb 03	Approved (dated 19 Feb 03)
Recruiting	-	-	23 Nov 02	03 Jan 03	
Screening	-	-	16 Dec 02	03 Jan 03	
Agreements/Proposals Execution Monitoring				13 Jan 03	Original PA MDS # 32 Clinimetrics
Study Conduct	09 Jan 03	20 Jan 03	09 Jan 03	20 Jan 03	120 Subjects
Topography Data		04 Jun 03		3 Jun 03	
Lab Analysis (clin and ext) COHb 4-ABP Hem		09 Apr 03 30 Jun 03 -		09 Apr 03 <u>Needed</u> 09 Jul 03	Covance Covance (still outstanding) MDS
SAP		30 May 03		30 May 03	
DB-Lock Clinical Analytical		30 Jan 03 16 May 03		30 Jan 03 16 May 03 13 Aug 03	16 May, all except MHBMA MHBMA
Statistical		15 Jun 03		10 Jul 03	
Preliminary Data Figs & Tabs		- 19 Aug 03		15 Jul 03	Without MHBMA MHBMA
Draft Report		24 Oct 03			Depends on progress made w/JLI short term report MDS internal QA completed on clinical report
Monitoring	Jan 03	Mid May	Jan 03	20-23 May	
Draft Report Review		<u>TBD</u>			
Final Report		<u>TBD</u>			

Issues /Decisions	Resolution
1. Additional NNAL/Nic (lower LLOQ) analysis for no-smokers using reserve samples on hold. May reconsider in the future.	13 Aug 03
2.	

Action items	Due Date	Done	MDS	PM
1. PM requested combination analysis of primary and secondary biomarkers as compared to cork/white tipping and identified/unidentified cigs. Need decision on whether to include in final report.			NW	MS

SCoR 11 Long-term – SCoR2003-11/02/03 (AA02980)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol			25 Nov 02	12 Dec 02	
IRB Review				17 Dec 02	Approved
Amendments					
Nr. 1				19 Dec 02	Approved (with attachments)
LOAC 1				08 Jan 03	Approved (with attachments)
LOAC 2				19 Feb 03	Approved (with attachments)
Recruiting	N/A	N/A	N/A	N/A	Continuation of subjects from short term study
Screening	N/A	N/A	N/A	N/A	
Agreements/Proposals					
Execution				28 Jan 03	Original PA MDS # 34
Monitoring					Clinimetrics
Study Conduct	19 Jan 03	09 Jul 03	19 Jan 03	09 Jul 03	Up to 100 Subjects (started with 63, 49 completed)
Topography Data		20 Jun 03		25 Jun 03	Last top visit 10/11 Jun
Lab Analysis (clin and ext)					
Fib, Von, HSC, Alb	<u>Needed</u>	<u>TBD</u>			Esoterix/UNMC
COHb	-	-		18 Jul 03	Covance
4-ABP, 11-D, 8-Epi	-	1 Sep 03			Covance
LDL, HDL, Hem, etc.	<u>Needed</u>	<u>TBD</u>			MDS
SAP				30 May 03	
DB-Lock					
Clinical		18 Jul 03		18 Jul 03	27 Aug, Without MHBMA
Analytical		18 Aug 03			06 Oct for MHBMA
Statistical		10 Sep 03			10 Sep w/o MHBMA
Preliminary Data					
Figs & Tabs		<u>TBD</u>			1 st 4 time points already sent 1-OHP, 27 Aug?, Nic & Equiv 18 Aug?
Draft Report		<u>TBD</u>			
Monitoring	Mar 03	End Sep 03	10-13 Jun 03		15-18 Jul next visits (postponed)
Draft Report Review		<u>TBD</u>			
Final Report		<u>TBD</u>			
SDC/SDS					

Issues /Decisions	Resolution
1. Lower LLOQ NNAL analysis using retention samples on hold. May reconsider in the future.	13 Aug 03
2.	

Action items	Due Date	Done	MDS	PM
1. MDS to propose dates for prelim tables and figures, draft and final reports	1 Aug 03		KP	MS/PM

Marlboro Short Term Study – MARL/01/03 (MDS AA05624)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	16 May 03	24 Jun 03	16 May 03	24 Jun 03	
IRB Review	25 Jun 03 20 Aug 03	1 Jul 03 26 Aug 03	25 Jun 03 15 Aug 03	1 Jul 03	Approved (dated 23 Jun 03) Amendment 1
Amendments					
LOAC 1				11 Jul 03	Approved (dated 11 Jul 03) w/ attachments
LOAC 2				16 Jul 03	Approved (dated 14 Jul 03) w/attachments
Attachment Change Amendment 1	06 Aug 03	18 Aug 03	06 Aug 03	24 Jul 03 15 Aug 03	IRB/signatures not needed Add sites, additional subjects, change requirement
Recruiting					
Group 1	9 Jun 03	14 Jul 03	9 Jun 03	14 Jul 03	468 subjects as of 9 Jul 03
Group 2	18 Aug 03	22 Sep 03	18 Aug 03		
Group 3P	25 Aug 03	14 Oct 03			
Screening					
Group 1 (LNK)	15 Jul 03	4 Aug 03	15 Jul 03	04 Aug 03	42 potential as of 8/6 Scrn 08,11,16, 17 Sep, Phys 19 &22 Sep Possibly scrn 2/3/6/7 Oct, phys 13/14 Oct
Group 2 (LNK)	08 Sep 03	22 Sep 03			
Group 3P (PHX)	<u>Needed</u>	<u>Needed</u>			
Agreement, Proposals					
Recruitment	2 Jul 03		-	16 Jun 03	MDS 2003-01REC Change order MDS, #45, Amendment Clinimetrics, #TBD
Screening, Execution	-	14 Jul 03	3 Jul 03	11 Jul 03	
Monitoring					
Study Conduct					
Group 1 (LNK)	7 Aug 03	18 Aug 03	07 Aug 03	18 Aug 03	42 checked-in 34 subjects randomized, 32 completed 70 minimum 130 maximum beds for confin Stipend \$2700
Group 2 (LNK)	2 Oct 03	13 Oct 03			
Group 3 (PHX)	20 Oct 03	31 Oct 03			
Topography Data					
Group 1	19 Aug 03	<u>15 Sep 03</u>			
Group 2	<u>TBD</u>	<u>TBD</u>			
Group 3P	<u>TBD</u>	<u>TBD</u>			
Lab Analysis (clin and ext)					
COHb					MDS
Group 1	19 Aug 03	<u>15 Sep 03</u>			
Group 2	<u>TBD</u>	<u>TBD</u>			
Group 3P	<u>TBD</u>	<u>TBD</u>			Covance
4-ABP					
SAP	01 Aug 03	15 Aug 03			
DB-Lock					
Clinical – Group 1LNK		<u>29 Aug 03</u>			
Analytical – Group 1LNK		<u>TBD</u>			
Statistical – Group 1LNK		<u>TBD</u>			
Clinical – Group 2LNK					
Analytical – Group 2LNK					
Statistical – Group 2LNK					
Clinical – Group 3PHX					
Analytical – Group 3PHX					
Statistical – Group 3PHX					
Preliminary Data					

Figs & Tabs COHb – Group 1LNK COHb – Group 2LNK COHB – Group 3PHX		15 Sep 03			
Monitoring		<u>TBD</u>			
Draft Report		<u>TBD</u>			
Draft Report Review		<u>TBD</u>			
Final Report		<u>TBD</u>			

Issues /Decisions	Resolution
1. In Group 2LNK and 3PHX, collect butts for tipping paper analysis only on days 3 and 8. Group 1LNK will complete collection as per protocol.	13 Aug 03
2.	

Action items	Due Date	Done	MDS	PM
1. Review topography requirements in light of additional subjects to be enrolled	6 Aug 03	14 Aug 03	KP	VK
2. MDS to propose planned dates for database lock so that report dates can be determined	31 Aug 03		KP	VK
3. Identify additional quantity needed and confirm logistics for obtaining cigarettes for Group 2LNK and 3 PHX	27 Aug 03			VK
4. Ads for Group 3PHX to PM (English and Spanish) for review • Feedback to MDS	14 Aug 03 22 Aug 03	18 Aug 03	KP	VK
5. PM decision on analysis of MHBMA from reserve urine	14 Aug 03			RK/S F
6. Amended pre-study proposal (additional recruiting) executed and change order issued	22 Aug 03		KP	VK
7. PHX site ventilation needs	01 Sep 03		KP/AN	BZ

Marlboro Long Term Study - MARL/02/03 (MDS Study Number AA05796)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	13 Jun 03	23 Jul 03	01 Jul 03	21 Jul 03	
IRB Review	23 Jul 03 20 Aug 03	29 Jul 03 26 Aug 03	21 Jul 03 15 Aug 03	29 Jul 03	Approved (dated 21 Jul 03) <u>Amendment</u>
Amendments Nr. 1				29 Jul 03	Approved (dated 29 Jul 03) w/ attachments PM signed 8/6. Add subjects, additional site, PI, removal of AMES analysis
Nr. 2	08 Aug 03	20 Aug 03	08 Aug 03	15 Aug 03	
Recruiting	N/A	N/A	N/A	N/A	Continuation of subjects from short term study
Screening	N/A	N/A	N/A	N/A	
Agreement, Proposals Execution Monitoring	29 Jul 03	15 Aug 03	04 Aug 03		MDS, #47, <u>Amendment</u> Clinimetrics
Study Conduct Group 1LNK Group 2LNK Group 3 PHX	17 Aug 03 12 Oct 03 30 Oct 03	03 Feb 04 25 Mar 04 21 Apr 04	17 Aug 03		6 month study, Up to 192 <u>29 continued</u> Subjects; Stipend \$4000
Topography Data		04 Mar 04			
Lab Analysis (clin and ext) COHb Group 1 Group 2 Group 3P 4-ABP		04 Mar 04			MDS Covance
SAP	01 Nov 03	30 Nov 03			
DB-Lock Clinical Group 1 Group 2 Group 3P Analytical Statistical		TBD TBD TBD			
Preliminary Data Figs & Tabs		TBD			
Monitoring		TBD			
Draft Report		TBD			
Draft Report Review		TBD			
Final Report		TBD			

Issues /Decisions	Resolution
1. MDS to complete sample analysis by Group. Need decision on ABP testing.	
2.	

Action items	Due Date	Done	MDS	PM
1. Review topography requirements	16 Jul 03	14 Aug 03	KP	VK
2. PM decision on MHBMA analysis from reserve urine				
3.				
4.				

PM International Studies
SCoR 6 Short Term Study (Belfast)
TEST2003-6 Cigarette N4/01/UK (MDS Study Number AA03297)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	<i>Jan 03</i>	<i>Jan 03</i>	<i>Jan 03</i>	<i>28 Jan 03</i>	
IRB Review	-	<i>18 Feb 03</i>	-	<i>18 Feb 03</i>	<i>Approved 18 Feb 03</i>
Amendments Nr. 1	-	<i>21 April 03</i>	-	<i>21 April 03</i>	<i>Approved 15 May 03</i>
Recruiting	<i>1 April 03</i>	<i>19 April 03</i>	<i>1 April 03</i>	<i>19 April 03</i>	
Screening	<i>21 April 03</i>	<i>25 April 03</i>	<i>21 April 03</i>	<i>25 April 03</i>	
Agreements/Proposals Execution Monitoring				<i>9 May 03</i> <i>19 May 03</i>	<i>MDS</i> <i>Clinimetrics</i>
Study Conduct	<i>12 May 03</i>	<i>23 May 03</i>	<i>12 May 03</i>	<i>23 May 03</i>	<i>Group 1-56 subjects randomized -</i>
	<i>26 May 03</i>	<i>07 Jun 03</i>	<i>26 May 03</i>	<i>07 Jun 03</i>	<i>55 completed</i>
					<i>Group 2-44 subjects randomized -</i>
					<i>41 completed</i>
					<i>100 randomized - 96 completed</i>
Topography Data		<u>TBD</u>			
Lab Analysis (clin and ext) MDS Covance	<i>3 June 03</i>	<u>TBD</u> -			<i>Send Carboxy data to Tony and Valerie</i>
Scherer	<i>9 June 03</i>	-			
SAP		<u>TBD</u>			
DB-Lock Clinical Grp 1 Grp 2 Analytical Statistical		<i>04 Jul 03</i> <i>11 Jul 03</i> <i>25 Aug 03</i> <u>TBD</u>		<i>04 Jul 03</i> <i>10 Jul 03</i>	<i>Edit Checks started 29 Jul 03</i> <i>Edit Checks started 29 Jul 03</i>
Preliminary Data Figs & Tabs		<u>TBD</u>			
Draft Report		<u>TBD</u>			
Monitoring	<i>Early Jun</i>	<i>Jun 03</i>	<i>02-04 Jun</i>		<i>11-14 Aug 03, close out early Sep</i>
Draft Report Review		<u>TBD</u>			
Final Report	-	<i>31 Dec 2003</i>	-	-	
SDC/SDS					

Issues /Decisions	Resolution
1.	
2.	
3.	

Action items	Due Date	Done	MDS	PM
1. Assure Ames cross-site validation is completed for Zurich concentrations			PR	
2.				
3.				

PM International Studies
SCoR 6 Long Term Study (Belfast)
TEST2003-6 Cigarette N4/02/UK (MDS Study Number AA03417)
CANCELLED 12 Aug 03

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	<i>Jan 03</i>	<i>Jan 03</i>	<i>Jan 03</i>	<i>28 Jan 03</i>	
IRB Review	-	<i>18 Feb 03</i>	-	<i>18 Feb 03</i>	<i>Approved 18 Feb 03</i>
Amendments Nr. 1	-	<i>21 April 03</i>	-	<i>21 April 03</i>	<i>Approved 15 May 03</i>
Recruiting	<i>1 April 03</i>	<i>19 April 03</i>	<i>1 April 03</i>	<i>19 April 03</i>	
Screening	<i>21 April 03</i>	<i>25 April 03</i>	<i>21 April 03</i>	<i>25 April 03</i>	
Agreements/Proposals Execution Monitoring				<i>15 May 03</i> <i>19 May 03</i>	MDS Clinimetrics
Study Conduct	<i>22 May 03</i>	<i>06 Nov 03</i>	<i>22 May 03</i>		<i>Group 1-27 subjects (16 test, 11 ML)</i>
	<i>06 Jun 03</i>	<i>21 Nov 03</i>	<i>06 Jun 03</i>		<i>Group 2-17 subjects (11 test, 6 ML)</i> Total 35 subjects, 20 test, 15 ML
Topography Data		<u>TBD</u>			
Lab Analysis (clin and ext)		<u>TBD</u>			
SAP		<u>TBD</u>			
DB-Lock Clinical Analytical Statistical		<u>TBD</u>			
Preliminary Data Figs & Tabs		<u>TBD</u>			
Draft Report		<u>TBD</u>			
Monitoring		<u>TBD</u>			
Draft Report Review		<u>TBD</u>			
Final Report	-	<i>31 March 04</i>	-		
SDC/SDS					

Issues /Decisions	Resolution
1. Study discontinued 12 Aug 03 due to increasing numbers of subjects dropping out. Both groups will end with their Week 12 visit	12 Aug 03
2.	
3.	
4.	

Action items	Due Date	Done	MDS	PM
1. Assure Ames cross-site validation is completed for Zurich concentrations			PR	
2.				
3.				
4.				

PM International Studies
SCoR 6 Short Term Study (Osaka)
TEST2003-6 Cigarette G8/01/J (MDS Study Number AA03467)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	<i>Dec 02</i>	<i>25 March 03</i>	<i>Dec 02</i>	<i>25 March 03</i>	
IRB Review	-	<i>11 April 03</i>	-	<i>11 April 03</i>	<i>Approved 22 April 03</i>
Amendments Nr. 1	-				
Recruiting			<i>01 Jul 03</i>		
Screening					
Agreements/Proposals Execution Monitoring MDS LNK (analysis, DM, etc.)					OPAC CMIC
Study Conduct	22 Jul 03 02 Aug 03 20 Aug 03 04 Sep 03 19 Sep 03	02 Aug 03 13 Aug 03 31 Aug 03 15 Sep 03 30 Sep 03			5 sessions; InCROM performs clinical; MDS performs analytical, DM and stats
Topography Data		<u>TBD</u>			
Lab Analysis (clin and ext)		<u>TBD</u>			
SAP		<u>TBD</u>			
DB-Lock Clinical Analytical Statistical		31 Oct 03 31 Oct 03 31 Oct 03		31 Oct 03 31 Oct 03 31 Oct 03	
Preliminary Data Figs & Tabs		<u>TBD</u>			
Draft Report		<u>TBD</u>			
Monitoring		<u>TBD</u>			
Draft Report Review		<u>TBD</u>			
Final Report		20 Dec 04		20 Dec 04	
SDC/SDS					

Issues /Decisions	Resolution
1. Meeting 23 Jun (investigator)	
2.	
3.	
4.	

Action items	Due Date	Done	MDS	PM
1. Confirm Sample Shipping Dates			KP/PR	KT
2. Prepare Fee and PA			KP	TT
3.				
4.				

PM International Studies
SCoR 6 Long Term Study (Osaka)
TEST2003-6 Cigarette G8/02/J (MDS Study Number AA05060)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	<i>Dec 02</i>	<i>25 March 03</i>	<i>Dec 02</i>	<i>25 March 03</i>	
IRB Review	-	<i>11 April 03</i>	-	<i>11 April 03</i>	<i>Approved 22 April 03</i>
Amendments Nr. 1	-				
Recruiting	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>Continuation of subjects from short term study</i>
Screening	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
Agreements/Proposals Execution Monitoring MDS LNK (analysis, DM, etc.)					OPAC CMIC
Study Conduct	01 Aug 03 12 Aug 03 30 Aug 03 14 Sep 03 29 Sep 03	16 Jan 04 27 Jan 04 14 Feb 04 01 Mar 04 15 Mar 04			InCROM performs clinical; MDS performs analytical, DM and stats. Up to 60 subjects.
Topography Data		<u>TBD</u>			
Lab Analysis (clin and ext)		<u>TBD</u>			
SAP		<u>TBD</u>			
DB-Lock Clinical Analytical Statistical		5 May 04 5 May 04 5 May 04		5 May 04 5 May 04 5 May 04	
Preliminary Data Figs & Tabs		<u>TBD</u>			
Draft Report		<u>TBD</u>			
Monitoring		<u>TBD</u>			
Draft Report Review		<u>TBD</u>			
Final Report		15 May 04		15 May 04	
SDC/SDS					

Issues /Decisions	Resolution
1.	
2.	
3.	
4.	

Action items	Due Date	Done	MDS	PM
1. Confirm Sample Shipping Dates			KP/PR	KT
2. Prepare Fee and PA			KP	TT
3.				
4.				

PM International Studies
Series K Short Term Study (Belfast)
EHCK3K6/50/03/UK (MDS Study # AA04863)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol			04 Jul 03	31 Jul 03	
IRB Review	1 Aug 03	19 Aug 03			EC submission deadline 1 Aug 03
Amendments Nr. 1					
Recruiting					
Screening					
Agreements/Proposals Execution Monitoring					
Study Conduct	06 Oct 03 21 Oct 03	17 Oct 03 01 Nov 03			2 sessions, 50 subjects
Topography Data					
Lab Analysis (clin and ext)					
SAP					
DB-Lock Clinical Analytical Statistical					
Preliminary Data Figs & Tabs					
Draft Report					
Monitoring					
Draft Report Review					
Final Report					
SDC/SDS					

Issues /Decisions	Resolution
1. Product is not finalized as of yet	
2.	
3.	
4.	

Action items	Due Date	Done	MDS	PM
1. Catherine given as contact for Ashland. Possibility of PM monitoring devices during study (as did in LNK)			CD	TT
2.				
3.				
4.				

PM International Studies
Series K Long Term Study (Belfast)
EHCK3K6/51/03/UK (MDS Study # AA04861)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol			<i>04 Jul 03</i>	<i>31 Jul 03</i>	
IRB Review	<i>1 Aug 03</i>	19 Aug 03			EC submission deadline 1 Aug 03
Amendments Nr. 1					
Recruiting					
Screening					
Agreements/Proposals Execution Monitoring					
Study Conduct	16 Oct 03 31 Oct 03	01 Apr 04 16 Apr 04			2 sessions
Topography Data					
Lab Analysis (clin and ext)					
SAP					
DB-Lock Clinical Analytical Statistical					
Preliminary Data Figs & Tabs					
Draft Report					
Monitoring					
Draft Report Review					
Final Report					
SDC/SDS					

Issues /Decisions	Resolution
1.	
2.	
3.	
4.	

Action items	Due Date	Done	MDS	PM
1.				
2.				
3.				
4.				

PM International Studies
Series K Short Term Study (Osaka) – EHCK3K6/52/03/JP (MDS Study # TBD)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	<i>Aug 03</i>		<i>Aug 03</i>		
IRB Review	17 Oct 03	28 Oct 03			Needs to be completed by 17 Oct 03
Amendments Nr. 1					
Recruiting					
Screening					
Agreements/Proposals Execution Monitoring					
Study Conduct	Jan 04	Mar 04			5 sessions, 20 subjects
Topography Data					
Lab Analysis (clin and ext)					
SAP					
DB-Lock Clinical Analytical Statistical					
Preliminary Data Figs & Tabs					
Draft Report					
Monitoring					
Draft Report Review					
Final Report					
SDC/SDS					

Issues /Decisions	Resolution
1.	
2.	
3.	
4.	

Action items	Due Date	Done	MDS	PM
1.				
2.				
3.				
4.				

PM International Studies
Series K Long Term Study (Osaka) – EHCK3K6/53/03/JP (MDS Study # TBD)

	Planned		Actual		Comments
	Start	Finish	Start	Finish	
Draft Protocol	<i>Aug 03</i>		<i>Aug 03</i>		
IRB Review					
Amendments Nr. 1					
Recruiting					
Screening					
Agreements/Proposals Execution Monitoring					
Study Conduct	Mar 04	Oct 04			
Topography Data					
Lab Analysis (clin and ext)					
SAP					
DB-Lock Clinical Analytical Statistical					
Preliminary Data Figs & Tabs					
Draft Report					
Monitoring					
Draft Report Review					
Final Report					
SDC/SDS					

Issues /Decisions	Resolution
1.	
2.	
3.	
4.	

Action items	Due Date	Done	MDS	PM
1.				
2.				
3.				
4.				

GENERAL INFORMATION AND GUIDELINES

- For all studies, storage food, blood and urine are not to be destroyed until the final report is released. MDS will still need written approval, per study. MDS will use left over urine for validation.
- General timelines for analysis of samples/QC review/QA review to close of clinic is approximately 6 weeks. This is assuming that the assay is scheduled to start at the receipt of samples.
- As a standard, Volume 1 (e-mailed), 10 CDs (mailed via overnight), and one hard copy (mailed via ground) of the draft final report will be sent to Valerie. For the final report, one hard copy and 5 CDs will be sent to Valerie.
- General Draft Report Review Procedures – MDS will send draft to Valerie, PM will review and MDS receive paperwork from PM (tracking any changes), a mini-teleconference will be held with PM Team to discuss any feed-back, MDS will revise draft and send original paperwork back to PM, MDS will release the Final.
- MDS issues an analytical report for each analyte assayed. MDS will also reference these reports in the Final reports.
- As a general rule, MDS Clinical Data Base Lock usually occurs 2 weeks after conduct completes, Analytical Data Base Lock completes 2-3 months after conduct completes, Statistical Data Base Lock usually occurs two weeks after Analytical Data Base Lock is complete. Draft Report usually provided 6-8 weeks after Statistical Lock. Review by PM usually takes 2 weeks and the Final Report is usually provided 1 month from the receipt of final PM comments.
- Sample shipments to 3rd party vendors (short term studies) usually within 2-3 days after completion of clinical conduct.
- Repository protocols will be prepared for current and future studies.
- Letters of Administrative Change will be provided to the IRB as information only. IRB approval is only sought for formal amendments to the study protocol.

Next Meeting:

Thursday, 21 August 2003

10:00 CST, 11:00 EST

Here is the **NEW** call-in number to be used:

US Number: 866-365-4406

International Number: 303-248-9655

Code: 4374773